

EXHIBIT A

Consideration is being given to amending the Standardized Government Travel Regulations by inserting a paragraph as follows:

"In order to eliminate, where possible, administrative costs, departments and establishments shall provide by regulation that travelers generally pay cash for transportation on official business in amounts of \$15 or less, plus Federal transportation tax."

Receipts for cash payments will not be required.

If the above proposal is adopted, the General Accounting Office will revise General Regulations No. 123, paragraph 15, accordingly.

(In commenting on the following points it should be remembered that the new transportation request combines round-trip rail and Pullman, and round-trip air and excess baggage. In connection with the transportation tax it is recognized that appropriation requests for travel would need to be adjusted accordingly.)

1. General reaction to the proposal.
2. Estimated number of transportation requests that would be eliminated.
3. Estimated number of transportation vouchers that would be eliminated.
4. Estimated increase in number and amount of travel advances, if any.
5. Estimated saving or additional cost to your agency through adoption of this proposal.
6. Estimated number of filled positions that could be eliminated by adopting this proposal.
7. Any other comments or recommendations.

EXHIBIT B

Consideration is being given to establishing a central payment facility for paying transportation charges where transportation requests are used. A brief outline of the procedures for operation of a central payment plan is attached as Exhibit B-1.

Please comment on the following specific points, choosing either 2(a) or (b) below before commenting.

1. (a) General reaction to this proposal.
- (b) Estimated number of transportation vouchers that would be eliminated for handling by your agency.
- (c) Estimated savings or additional costs to your agency from adoption of this proposal.
- (d) Estimated number of filled positions that could be eliminated by adopting this proposal.
- (e) Any other comments or recommendations.

In connection with adjustments for unused or partially used tickets, the two alternatives for consideration are as follows:

2. (a) Agency would bill the carrier direct on Standard Form 1170.
- (b) Agency would prepare Standard Form 1170 for forwarding to central payment facility; the amount transmitted to the central payment facility would be reduced by the amount claimed on Standard Form 1170.

Indicate which of the above alternatives your agency prefers.

If the alternative adopted is not the one preferred by your agency and this would change your answer to 1(c) and (d), please explain and indicate in what respect.

3. If the cash payment proposal (Exhibit A) is adopted, would this change (a) your response to paragraph 1 above; and (b) your views with respect to the feasibility of central payment of the remaining transportation requests?